Chesterfield County, Virginia
Election: November 8, 2011

OFFICER OF ELECTION
Quick Reference Election Guide

Revised 2011

CHIEF/DEPUTY CHIEF OFFICER INSTRUCTIONS

General Information:

- Conduct the election in accordance with the law; and to endeavor to prevent fraud, deceit, and abuse & ensure that all Officers of Election do the same
- Maintain order and resolve problems
- Be prepared or know how to locate answers to election day matters
- Be aware of **Emergency Procedures** Guidelines (see Checklist of Polling Place Operations, page 4)
- Be aware of **Assisting Voters Who Have Disabilities Guidelines** (see Checklist of Polling Place Operations, page 5)
- Locate cell phone within hearing distance of someone responsible for answering
- Unusual or abnormal events & equipment issues or problems must be documented on the **Unusual Activity & Equipment Defect Report**

Procedures:

❖ **Pre-Election day duties completed BEFORE election morning:**

Prepare a "Game Plan" which should include a break-down on delegating responsibilities through out the day. Making a job assignment sheet could be helpful (especially with Opening & Closing Polls).

Prepare yourself by reviewing the instruction materials

Check supplies and report missing articles before election morning

Electronic Pollbook (EPB) carrier picked up no later than 5:00 p.m. on Monday

Keep keys, black supply case, & Electronic Pollbook (EPB) carrier with you

Confirm Officers of Election will report by 5:15 a.m.

Cell phone – Plug in charger & charge before election day

Visit polling place & verify building will be opened by 5:00 a.m.

Verify equipment for your precinct has been delivered (schools receive delivery Friday & others on Monday prior to election day)

Make sure ample tables & chairs are available (perhaps consider designating a table exclusively for envelopes & materials to be packed & returned to office election night)

Recommend Monday early set-up when possible:

- ❑ Obtain permission from person responsible for building
- ❑ Set-up tables, chairs, & voting booths
- ❑ Caution – **Lock** the 2 cage wheels with the "ON Lever"
- ❑ Cage padlock key is on the wrist coil w/2 equipment keys attached to black supply case
- ❑ Set-up AutoMark – refer to AutoMark Guide (Start-up Procedure & Env. 3T/Ballot Test must be done election day)
- ❑ Verify ballots & sample ballots (in supply case & on Demonstration Board) are the same and correct for your precinct
- ❑ **Ballot Counter & Ballots** remain locked in cage until election day

❖ **Election Day:**

Refer to CHECKLIST OF POLLING PLACE OPERATIONS FOR CHIEF OFFICER

DEMONSTRATION OFFICER

General Information:

Demonstration board removed from cage
Table with Demonstration board must be visible to voters as they enter polling room
Refer questions to Chief/Deputy Chief when uncertain of answers

Procedures:

Offer a review of the information on the Demonstration board to each voter:
    "Voting Instructions" poster – review with voter
    Sample Ballot – point out the location of offices, candidates, issues and the number of votes allowed for each
    Spoiled Ballot - Inform voter if an error is made marking the ballot to notify an Officer of Election for a new ballot
    Political Party Abbreviations sign - Federal, Statewide, & General Assembly
- Elections (not local or primary elections) are required by law to have party designation on ballot

    Other signs on board should be offered to voter for viewing

After Polls Close:

Demonstration board returned to cage
Sign envelopes, documents, & seals as directed by Chief/Deputy Chief

ELECTRONIC POLLBOOK (EPB) OFFICER INSTRUCTIONS

General Information:
- **Laminated ID card** should be kept with EPB for reference
- Post "Upon Request of Officer" signs in front of EPB
- Name checked-in erroneously; refer to Chief Officer to de-select
- Summon Chief/Deputy Chief to answer questions & process forms for the following voters:
  - **Address/name change, name not found, Inactive/address confirmation required** (address issues had "?" on old pollbooks), **, F, R, or AB on EPB**
  - **Already checked-in**
  - **Chief/Deputy Chief may use Voter Issues Chart or Inactive and/or Moved Voter sheet to assist in determining voter eligibility**

- Refer questions to Chief/Deputy Chief when uncertain of answers

Before Polls Open:
Refer to the Electronic Pollbook (EPB) Guide

Procedures – Keep the line moving:

- Electronic Pollbook voter procedures basically the same as with paper pollbook
- Request voter to state (if physically able) name & current address
- Ask for ID (refer to laminated ID card if needed)
- Locate name in pollbook
- No VA ID – voter completes Affirmation of Identity form (only form completed at EPB table)
- "**HA**" **(federal elections only)** on EPB **requires** H.A.V.A. ID (refer to laminated ID card if needed) – **No** H.A.V.A. ID – summon Chief/Deputy Chief to remove voter for a Provisional ballot
- **Repeat voter's name & address**
- Voter checked-in; American flag will appear next to voter's name
- Outside Polls and AutoMark voters should be flagged through the "Options" button on their check-in screen

After Polls Close:
Refer to the Electronic Pollbook (EPB) Guide
Ensure Chief Officer has the total checked-in precinct for recording on the Statement of Results
Completed ID forms are given to Forms Officer to be packed in Envelope 8
Sign envelopes, documents, & seals as directed by Chief/Deputy Chief

BALLOT OFFICER INSTRUCTIONS

General Information:

- **Ballot Package** - contains 100 ballots
- **Spoiled Ballot** – Voter makes an error, ballot damaged, or not accepted by M100 scanner
- **Void Ballot** – Voter decides not to cast his ballot, or voter leaves polling room before casting ballot, or voter leaves polling room with ballot. Voting integrity has been breached and the voter loses his chance to cast his ballot
- Be aware of the AutoMark as a *touch screen w/audio* alternative for marking ballot
- Refer questions to Chief/Deputy Chief when uncertain of answers

Procedures:

- Open one package of ballots at a time
- Contact Chief/Deputy Chief as additional packages are needed
- Issue a ballot after voter has been checked-in on the Electronic Pollbook (EPB)
- Direct voter to the voting booths to mark ballot by filling in the oval by their choices (voters wanting to use the AutoMark refer to Chief/Deputy Chief or AutoMark Officer & ensure "AM" is flagged for AutoMark voter by EPB Officer)
- **Spoiled Ballot** – Chief/Deputy Chief will request another ballot when a ballot is spoiled by voter. Issue another ballot
- **Void Ballot** (do not issue another ballot)
- **Provisional Voter -** Chief/Deputy Chief will request a ballot (no action taken on EPB)

After Polls Close:

Hand **any ballots left from opened package** to the Chief/Deputy Chief to record on the Ballot Record Report & pack in Envelope #6

Unopened packages are recorded on the Ballot Record Report, placed in the burgundy bag (card completed on outside of bag) and packed in cage

Sign envelopes, documents, & seals as directed by Chief/Deputy Chief

VOTING BOOTH OFFICER INSTRUCTIONS

General Information:

- Set-up voting booths - Instructions on next page
- Place privacy folders in booths
- A voter has the option of marking their ballot outside the voting booth
- Be aware of the AutoMark as a *touch screen w/audio* alternative for voting
- Voters are permitted to discreetly take Sample ballot guides & campaign materials into the booth as long as they do not campaign
- Refer questions to Chief/Deputy Chief when uncertain of answers

Instructing versus Assisting a Voter:

- **Instructing** - 2 Officers representing different political parties (not primaries) give voting instructions (do not indicate how the voter should vote) and leave so voter can vote privately
- **Assisting -** voter actually needs assistance with marking the ballot. Summon Chief/Deputy Chief to have an Assistance form completed. An Officer of Election is allowed to complete the form & assist

Procedures:

- Direct voter to booth or AutoMark (can be used by anyone) to mark the ballot
- Instruct voter to take the marked ballot to the ballot counter using either a privacy folder or by gently folding or turning the ballot facedown to ensure privacy
- After voter leaves the voting booth, remove any materials left and replace privacy folder before next voter enters

After Polls Close:

Extension cords, if used, pack in cage
Privacy folders pack in cage
Dismantle voting booths & place inside the cage (**handles facing left**) **after** the M100 ballot counter
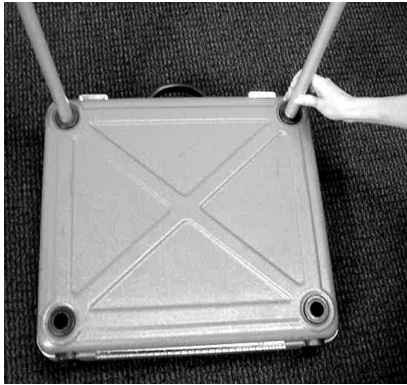Sign envelopes, documents, & seals as directed by Chief/Deputy Chief

Set-Up Voting Booths

STEP 1

01. **Open** case – support lid to prevent damage to hinge.

02. **Remove** legs carefully from case to avoid damaging the light. Set aside.

03. **Close** & latch case.

Legs

Side Shields
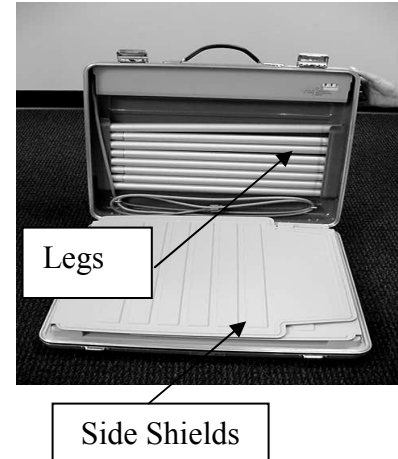
STEP 2

01. **Turn** case upside down exposing leg sockets.

02. **Snap** legs together & place in sockets. Twist to lock in place.

03. **Set** case upright on legs (usually takes more than 1 person).

04. **Pull** legs outward to provide maximum stability.

STEP 3

01. **Open** case again supporting lid to prevent damage to hinge.

02. **Insert** side shields into groves.

03. **Unwind** light cord (inside lid) from hooks if light is needed inside booth. Plug into wall socket *or* into outlet of another voting booth. Use extension cords as needed. Make sure the cords are not where it would be hazardous to anyone walking nearby.

STEP 4

01. **Set-up** voting booths at least 4 feet away from check-in tables.

02. **Position** booths for maximum privacy. Privacy must be assured.

M100 BALLOT COUNTER OFFICER INSTRUCTIONS

General Information:

- ***M100 GUIDE (located on cage door) has step by step instructions that must be followed for setting up through packing the cage**
- **Uncounted Ballot Bin** (front bin of Ballot Counter) is used for securing ballots when scanner is not functioning, voted Outside Polls envelopes, and Provisional Vote envelopes until **processing after** Polls Close
- Be alert for voters who have not inserted their ballots (once the ballot leaves the polling room it is considered VOID and cannot be inserted into the counter - refer to Chief/Deputy Chief)
- Ballots can be inserted into scanner in any orientation (facedown is recommended for voter's privacy)
- Have voter wait for the ballot counter to accept the ballot (a ballot rejected after voter leaves must be Voided - refer to Chief/Deputy Chief)
- Refer questions to Chief/Deputy Chief when uncertain of answers

Procedures:

- Refer (no later than 5:30 a.m.) to the **M100 Guide (attached to cage door)** for setting-up and opening the polls
- Reminder – Zero tape remains **attached & signed** by all Officers of Election
- Stand/sit next to and behind the ballot counter to assure voter privacy
- Do not touch or look at the voter's ballot
- Remain at your post until another Officer relieves you
- Direct voter to insert his ballot unfolded & facedown or if using a privacy folder, have him open it enough to slide ballot into scanner
- Voter makes an error voting, ballot is damaged, or ballot is not accepted by the functioning scanner, summon Chief/Deputy Chief to process a Spoiled Ballot
- Offer voter an "I Voted Sticker"

Be aware of the following scanner displayed messages and resolutions:

- **Over Voted Ballot** – Occurs when more than the allowable ovals are marked for a candidate/issue. Ballot counter will beep and display "VOTER HAS OVER VOTED" and the over voted contest. Have **voter read** the display and have **voter press** either RETURN or ACCEPT. If RETURN is pressed, have voter remove ballot and fold. Summon Chief/Deputy Chief to process a Spoiled ballot. If ACCEPT is pressed, the counter will accept the ballot and voter may leave
- **Blank Ballot** – No ovals marked. Ballot counter will beep and display that the "BALLOT IS BLANK". Have **voter read** the display and have **voter press** either RETURN or ACCEPT. If RETURN is pressed, direct voter to Voting Booth Officer to mark the ballot. If ACCEPT is pressed, the counter will accept the ballot and voter may leave

After Polls Close:

REMINDER: Check the Uncounted Ballot bin – Green Provisional ballots hand to Chief; all other ballots must be inserted into the scanner before printing tapes

Refer to the **M100 Guide** for Closing the Polls (place guide on cage door when finished)

Have all Officers of Election sign tapes & hand to Chief/Deputy Chief

Write-In ballots from left bin, if any, hand to Chief/Deputy Chief for completing the 2 copies Write-In Certifications

Pack counted ballots in Envelopes 3 & 3C and hand to Chief/Deputy Chief

Sign envelopes, documents, & seals as directed by Chief/Deputy Chief

FORMS OFFICER INSTRUCTIONS & FORMS PACKET

General Information:

- Primary responsibility is assisting the Chief/Deputy Chief with voters requiring the completion of forms, researching voter status (ERVV computer or contact office **717-6666**), provisional voting, and outside polls voting
- Ensure forms are completed correctly & **signed** appropriately
- **Extra forms** are located in black supply case (outside zippered compartment)
- Blind voter IS NOT required to sign Assistance form, however the assistant must complete and sign Section B. Inform availability of the AutoMark (a touch screen w/audio alternative for voting)
- Absentee Voter list (from Electronic Pollbook (EPB) carrier) should be available (not posted) at forms table for any inquiries

Procedures:

Computer precincts (schools & other gov't buildings only) – Launch **ERVV** using the Election Reporting & Voter Verification Software instructions in the INSTRUCTIONS PACKET

Assist voter completing the following forms (instructions on forms):

- Affirmation of Eligibility
- Affimation of Identity
- Virginia Voter Registration Application (used for voter information updates/corrections such as **name** changes)
- Request for Assistance
- Deceased Voter Notification (completed by person making notification)

Assist with Moved Voter/Address issues: See **Inactive and/or Moved Voter sheet** for instructions

Assist voters who have symbols in pollbook and other various issues:

- See **Voter Issues Chart** for instructions for the following:
    - Symbols - **I, HA, AB, F, R, T**
    - Not on Electronic Pollbook (EPB)
    - Omitted in error on Electronic Pollbook (EPB)
    - Voting assistance needed
    - AB – Absentee Voter
    - Already checked-in as having voted

Assist with Outside Polls & Provisional Ballot voters: See corresponding **Packets** for instructions

Additional Ballots needed: Contact office for authorization/instructions for use of Procedure for Use of Form SBE-646.1, Authorization to Reproduce Ballots

After Polls Close:

Pack: Completed forms in Envelope #8 (including ID forms from Electronic Pollbook (EPB) Officers), Unused forms in black supply case, Absentee Voter Report in Envelope 2

Provisional Ballots - Refer to Provisional Ballot Packets for processing (if **"NONE"** still complete Envelopes 1A & 1B)

Sign envelopes, documents, & seals as directed by Chief/Deputy Chief

AUTOMARK OFFICER INSTRUCTIONS

General Information:

- AutoMark is a ballot marking device – does not count ballots
- AutoMark to be set-up & test ballot completed by 5:30 a.m.
- Chief/Deputy Chief or AutoMark Officer escort voters to AutoMark as needed
- Any voter may use if desired
- Voters are permitted to discreetly have Sample ballot guides & campaign materials with them as long as they do not campaign
- Officer available to aid Chief/Deputy Chief/Forms Officer
- Refer questions to Chief/Deputy Chief when uncertain of answers

Procedures:

- Use the AutoMark Guide (now located on the cage door) to remove from cage & for instructions to Set-up, Start-up, & Shut-down equipment
- Envelope 3T contains AutoMark test ballot – see AutoMark Guide
- Be familiar with guidelines for Assisting blind or vision impaired – see AutoMark Guide
- Instruct voter on using the AutoMark referring to the AutoMark **Operations Guide** (now located on the cage door)
- Ensure Electronic Pollbook (EPB) Officer flags as AutoMark Voter
- Assure privacy while voting
- An Assistance form must be completed with Forms Officer if voter needs assistance actually voting the ballot
- Do not indicate how the voter should vote
- Ballot marked in error or damaged - summon Chief/Deputy Chief to spoil ballot and issue a new one
- Tugging motion may be required to remove marked ballot
- Marked ballot should be placed in a privacy folder or carried face down and inserted in ballot counter
- Direct voter to Ballot Counter Officer

After Polls Close:

Refer to AutoMark Guide for Shut-Down (place guide on cage door when finished)
Sign envelopes, documents, & seals as directed by Chief/Deputy Chief

"FLOATER" OFFICER INSTRUCTIONS

General Information:

- Floaters should be used to enhance "voter friendly" polls
- Intended to be additional help to reduce anxiety and frustration particularly for voters who are elderly and/or disabled

Procedures:

"Floater" Officer to assist where needed such as:
- Assisting other Officers
- Aid in crowd control
- Directing voters to the polling area
- Identify & process Outside Polls voters
- Work the lines offering instructions
- Relieving other Officers for breaks
- Any other jobs as instructed by Chief/Deputy Chief

After Polls Close:

Refer to Chief/Deputy Chief for job assignments
Sign envelopes, documents, & seals as directed by Chief/Deputy Chief